

POSITION DESCRIPTION *(Please Read Instructions on the Back)*1. Agency Position No.
S000074

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation <i>(Show any positions replaced)</i> Standard Position Description	3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> New <input checked="" type="checkbox"/> Other	4. Employing Office Location	5. Duty Station	6. OPM Certification No.
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive
13. Competitive Level Code				
14. Agency Use				

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Contract Specialist	GS	1102	9		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position <i>(if different from official title)</i>	17. Name of Employee <i>(if vacant, specify)</i>
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18. Department, Agency, or Establishment U. S. Department of the Interior	c. Third Subdivision
a. First Subdivision U. S. Fish and Wildlife Service	d. Fourth Subdivision
b. Second Subdivision Regions	e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee *(optional)*20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor	b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>
Signature _____ Date _____	Signature _____ Date _____

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.22. Position Classification Standards Used in Classifying/Grading Position
GS-1102, 12/83

Typed Name and Title of Official Taking Action

Signature _____ Date _____	Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.
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23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee <i>(optional)</i>										
b. Supervisor										
c. Classifier										

24. Remarks

Pearl Auge 4-28-03
Approved for Servicewide Use25. Description of Major Duties and Responsibilities *(See Attached)*

Contract Specialist GS-1102-9

A. INTRODUCTION

The purpose of this position is to serve as a Contract Specialist for the US Fish & Wildlife Service with responsibility for performing professional work involving the procurement of supplies or services using formal advertising or negotiation procedures. Some examples of items procured would include: construction material, heavy equipment, construction of hatchery/refuge facilities, structural and living quarters, rehabilitation of public buildings, construction of dams and bridges, architect-engineer (A-E) services, janitorial services, ADP programming services, ADP hardware and software, various supplies in support of the hatchery/refuge facilities, contracts for installation of building equipment systems. Other unique requirements include intra/interagency agreements, cooperative agreements, and grants.

B. MAJOR DUTIES

The contract specialist procures supplies or services primarily through formal advertising, or through use of negotiation techniques. Requirements involve standardized specifications and established markets. Typical examples include equipment, ADP, services, supplies, or construction.

- Reviews requisitions to determine that proper specifications or descriptions are included in solicitation documents. Selects clauses to cover special conditions, such as inspection and acceptance, marking and packaging, quantity variation, price differential, or transportation costs. Contacts technical personnel to resolve questions of applicability of specifications, classifications of terms, or acceptance of substitute items.
- Evaluates bids or proposals for compliance with specifications or purchase descriptions and applicable clauses. Considers financial capability and the responsibility of suppliers by evaluating contract performance on previous contracts. Meets with commercial representatives to discuss procurement needs, quality of items or services, current market prices, or delivery schedules.
- Performs other assignments of similar difficulty that have been selected, e.g., administering the negotiated and formally advertised contracts assigned; monitoring progress of contractors; preparing change orders; procurement of technical items using the formal advertised method where the items are manufactured to special specifications and are complicated by special processing, or packing and packaging specifications.
- Coordinates contracting activities with other Government agencies having interrelated requirements, e.g., obtaining wage rate information from the Department of Labor, requesting audit reports or preaward surveys from Defense Contract Audit Agency or Defense Contract Administration Services for a higher graded contract specialist, obtaining clearances from the Small Business Administration, and advertising work to be published in the Federal Business Opportunities (FedBizOpps) and through the Interior Department Electronic Acquisition System (IDEAS).

C. FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of formal advertising and negotiated bid procedures sufficient to obtain specialized supplies, equipment, services, or construction. This includes skill in techniques to negotiate contract prices and terms with contractors.

Knowledge of a full range of contract types, such as fixed-price or cost reimbursement and required clauses and special provisions, to plan and carry out the procurement and to recommend award.

Knowledge of sources of supply and characteristics of assigned commodities and services to identify potential suppliers, assure adequate competition, and evaluate bid responsiveness and responsibility of the bidders.

Knowledge of price analysis sufficient to review contract proposals and bids, and to perform analyses using previous price history, commercial price lists, market prices, or technical catalogs to assure reasonableness of prices.

Knowledge of program objectives, technical terminology, uses of equipment, A-E services, or construction terminology sufficient to be conversant in planning, negotiation and administration.

Knowledge of the market and sources, including small and disadvantaged businesses eligible for set-asides.

Ability to communicate orally including interpersonal relationships.

Skill in writing and ability to communicate in writing.

Knowledge of Architecture/Engineering contracting methods.

Knowledge of IDEAS PD and Electronic Commerce

2. SUPERVISORY CONTROLS

The supervisor assigns work in terms of overall procurement projects. Assistance is provided on new or unusual assignments. The incumbent exercises initiative and judgement in developing and coordinating the procurement package up to recommendation for award, in accordance with standard practices and established procedures. Award recommendations are reviewed prior to signature for documentation, judgement, and compliance with policies and procedures.

3. GUIDELINES

Guidelines include Federal and agency procurement regulations, procedural manuals, and established precedent. The incumbent selects available reference information, and regularly interprets precedents or adapts established procedures to meet the needs of the assignment. When significant problems are encountered or deviations are required, the incumbent develops recommended alternatives or solutions prior to completion of the procurement package. Judgement is required in analyzing and evaluating data, such as determining the

appropriate procurement method, preparing justifications, selecting and adapting contractual provisions, identifying sources, determining price reasonableness and evaluating responsibility of the contractor to perform successfully based on preaward surveys or past procurement histories.

4. COMPLEXITY

The work typically involves varied duties requiring many different and unrelated processes and methods, with full operating competence in the well-established aspects of the contracting assignment. Assignments involve developing and implementing contracting plans characterized by such complexities as:

Requirements involve new or unique equipment, extensive technical or professional services, or complex construction projects where there is a lack of previous experience or competition, extensive subcontracting, or similar problems;

As need warrants, makes changes in requirements due to increase in quantity, technological advances or improvements in design. These changes are made within the funds made available through congressional appropriations.

Decisions involve interpretation, analysis and negotiating regarding modification of contract terms and conditions, evaluation of contractual progress and identification and solution of problems involving the contracts assigned. Factors vary for each situation because of variations in terms of the contracts, product and services involved and contractor capability and characteristics. The work requires making final decisions on a variety of issues, such as cost and price allowableness, negotiating settlements, resolving legal and technical problems, profit determinations, and fairness of salaries paid to contractor's employees. Decisions to deviate from prescribed regulations (e.g., protests and mistakes in bids, disputes determinations and determinations of non-responsibility) require assessment of unusual conditions to identify mitigating circumstances and result in recommendations for action by higher approval authority.

5. SCOPE AND EFFECT

The purpose of the work is to perform a variety of contracting actions encountered throughout the preaward and/or postaward phases of the contracting process, using established contracting procedures. The work of the employee supports the operation of the installation or activity or several activities, such as providing equipment and facilities, and thereby contributes to the timely and economical accomplishment of organizational objectives. The work affects the costs to the Government and the costs and expenses allowed or profit realized by the Contractor.

6. PERSONAL CONTACTS

Contacts are with officials, managers and representatives of public and private organizations including manufacturing concerns and consulting firms technical representatives including architectural-engineering firms, personnel of various Government organizations and officials, managers, and acquisition personnel. Contacts may also include representatives of the Solicitor's Office, Office of the Inspector General, and auditors. Contacts occur generally in a moderately unstructured situation with the roles and authorities of the parties varying and the purpose and extent of each contract being defined at the time.

7. PURPOSE OF CONTACTS

Contacts are made to coordinate procurement approaches, advise technical specialists and contractor representatives on courses of action, and to negotiate a fair and reasonable price with contractors, suppliers, or manufactures. This includes obtaining information, clarifying procurement requirements, resolving recurring problems, advising on appropriate procurement methods and procedures, and providing procurement assistance.

8. PHYSICAL DEMANDS

The subject position is primarily of an administrative nature in an office setting, however where travel to work sites is required there may be light physical work required, such as walking over uneven surfaces, or assisting technical personnel in taking measurements or elevations.

9. WORK ENVIRONMENT

Work is normally performed in an office setting with periodic visits to the field offices. Occasionally the incumbent may be exposed to hazardous working area/conditions when visiting contractor's facilities or construction sites.